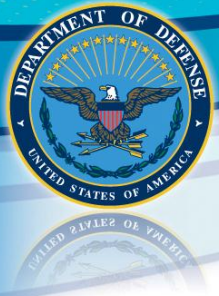




DoD Financial Management Certification Program

Office of the Under Secretary of Defense (Comptroller)





Agenda

- Certification Program Background
- Purpose
- Foundation: Competencies
- Applicability
- FM Certification Requirements
- FM and Acquisition (DAWIA) Certifications
- DoD FM Learning Management System (LMS)
- FM Certification Resources
- Summary
- Frequently Asked Questions





Certification Program Background

- To achieve auditable financial statements and provide strong financial management (FM), the Department needs a well-trained financial workforce
- While we have some good training programs, the Department did not have a framework to guide FM workforce training and emphasize key types of training such as audit readiness and decision support
- In early 2011, senior DoD FM leadership initiated efforts to develop a DoD FM Certification Program
- The National Defense Authorization Act for Fiscal Year 2012 (Public Law 112-81) provided the Secretary of Defense with the Authority to Prescribe Professional Certification and Credentialing Standards
- Nov 2013 - DoDI 1300.26 Operations of the DoD FM Certification Program published





Purpose

- **Establish a framework to guide DoD FM professional development**
- **Intent is to make a good FM workforce even better!**
 - Establish a mechanism to encourage key training in:
 - Audit Readiness
 - Decision Support/Analysis
 - Encourage career broadening and leadership
 - Transition to a more analytic orientation
 - Ensure financial management workforce has knowledge, skills, and abilities necessary to achieve auditable financial statements
- **Develop a course-based rather than test-based certification**
 - Based on FM and Leadership competencies





Foundation: Competencies

- **Goal:** To implement standardized FM competencies that describe knowledge, skills, and abilities needed to perform and achieve desired results
- **23 FM competencies are mapped to 05XX Occupational Series.**
FM competencies are:
 - Functional skill sets against which DoD FMers can shape their professional development
 - Rated across five different proficiency levels that reflect increasing responsibility and greater expertise as knowledge, skills, and experience is gained
 - Defined by DoD FM Certification Senior Leadership Group
- **DoD Leadership competencies are also emphasized**
 - The five levels of competencies are outlined in the DoD Leader Development Continuum





Competencies

Continued

- **There are 23 DoD FM competencies**
 - 17 of the 23 apply to the DoD FM Certification Program

Accounting Analysis ✓

Accounting Concepts, Policies & Principles ✓

Advanced Financial Management ✓

Audit Concepts, Policies & Principles ✓

Budget Concepts, Policies & Principles ✓

Budget Execution ✓

Budget Formulation, Justification & Presentation ✓

Commercial Pay Concepts, Policies & Principles ✓

Decision Support ✓

Financial Concepts, Policies & Principles ✓

Financial Management Analysis ✓

Financial Management Systems ✓

Fundamentals & Operations of Accounting ✓

Fundamentals & Operations of Budget ✓

Fundamentals & Operations of Finance ✓

Fundamentals & Operations of Military & Civilian Pay ✓

Payroll Concepts, Policies & Principles ✓

Audit Planning & Management

Audit Reporting

Decision Support - Audit Execution

Financial Management & Reporting Analysis

Financial Reporting

Financial Stewardship

DoD Civilian Leader Development Continuum

DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Deliberate development through progressive learning opportunities (education, training, self-development, assignments) that broaden experience and increase responsibility.

Vision
External Awareness
Strategic Thinking
Political Savvy
Global Perspective
National Security Strategy

Lead the Institution

Technology Management
Financial Management
Creativity and Innovation
Partnering
Entrepreneurship
National Defense Integration
National Security Environment

**Lead Organizations/
Programs**

Human Capital Management
Leveraging Diversity
Conflict Management
Developing Others
DoD Corporate Perspective
National Security Foundation

**Cert
Level 3**

Lead People

Team Building
Accountability
Decisiveness
Influencing/Negotiating
DoD Mission and Culture

**Cert
Level 2**

Lead Teams/Projects

Flexibility
Resilience
Continual Learning
Service Motivation
Computer Literacy

Integrity/Honesty
Customer Service
Problem Solving
Technical Credibility

Interpersonal Skills
Oral Communication
Written Communication
Mission Orientation

**Cert
Level 1**

Lead Self



Applicability

- **Applicable to DoD Civilians and Military in the DoD FM Workforce**
 - DoD FM Workforce includes personnel who are assigned to FM designated positions:
 - Civilians in the 05XX Occupational Series;
 - Civilians who perform financial management tasks, but are not in the 05XX Occupational Series;
 - Military members in FM Occupational Specialties;
 - Military members who perform financial management tasks, but are not in FM Occupational Specialties.
- **All FM positions will be coded Level 1, Level 2, or Level 3**
- **No Grandfathering—no incumbent DoD FM members receive certification “automatically”; all must achieve certification**
- **Two years to achieve certification**



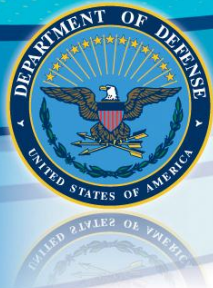


FM Certification Requirements

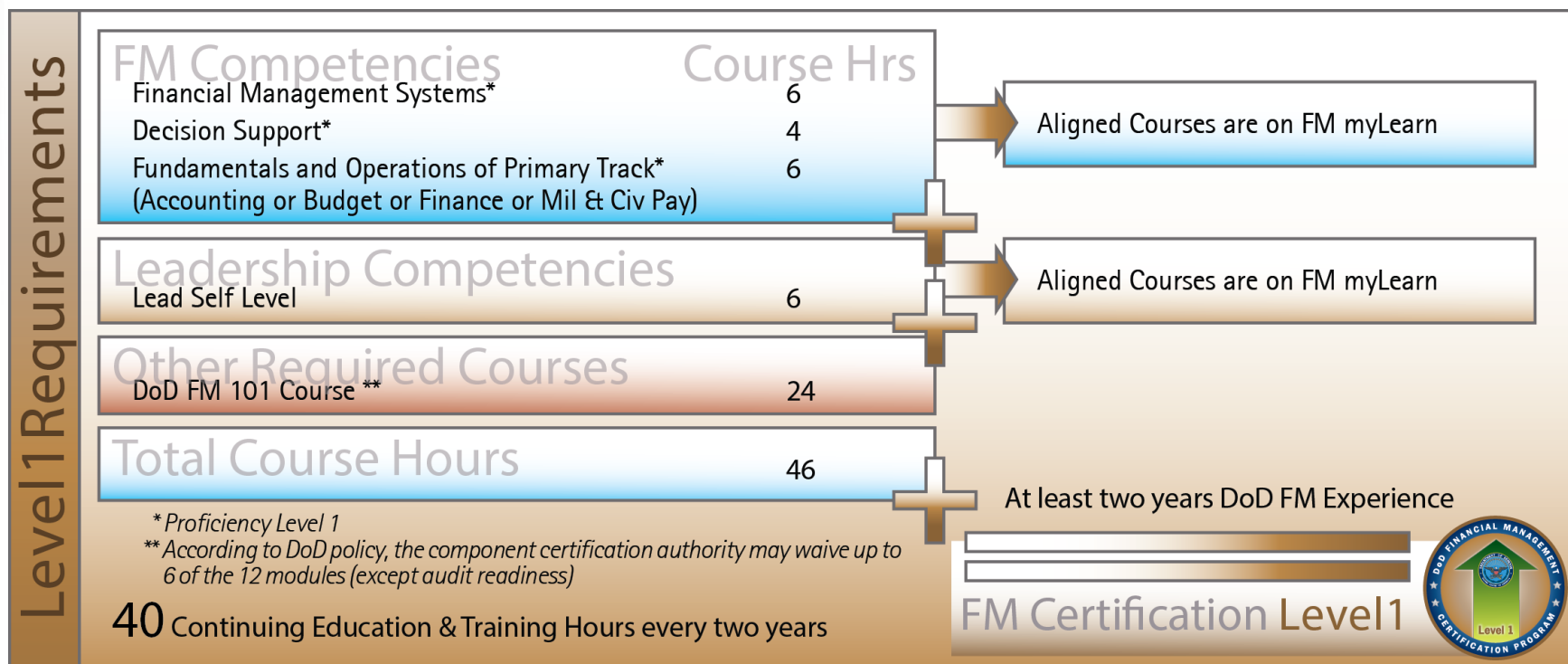
- **DoD FM Certification Requirements at each of three levels:**
 - Training in FM Competencies (course-based)
 - Training in Leadership Competencies (course-based)
 - Other Required Courses
 - FM Experience / DoD FM Experience
 - Developmental Assignment (Level 3)
 - Continuing Education and Training (CET)
- **Encourages:**
 - Formal Education and FM Test-based Certification (Levels 2 and 3)

PROGRAM BUILT ON DoD FM COMPETENCIES





FM Certification Equation: Level 1





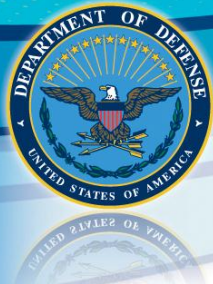
DoD FM 101 Modules

DoD FM 101 for Level 1 Modules*	Course Hours
Introduction to DoD	1
Accounting	2
Acquisition/Contracting	2
Analysis/Decision Support	2
Audit Readiness	3
Auditing	2
Budget	3
Cost Analysis	2
Ethics	1
Finance	2
Fiscal Law	2
PPBE	2

*CCA may choose to waive 6 of the 12 modules, except Audit Readiness

Available on FM myLearn





FM Certification Equation: Level 2

Level 2 Requirements

FM Competencies

Course Hrs

Financial Management Systems*	8
Decision Support*	8
Accounting Analysis OR Financial Mgt Analysis*	10
Budget Formulation, Justification and Presentation OR Budget Execution*	10
Concepts, Policies and Principles of Primary Track* (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10
Fundamentals and Operations of Alternate Track** (Accounting or Budget or Finance or Mil & Civ Pay)	6

Aligned Courses are on FM myLearn

Leadership Competencies

Lead Teams/Projects Level	10
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Aligned Courses are on FM myLearn

Other Required Courses

Audit Readiness + Ethics + Fiscal Law Courses	9
---	---

Total Course Hours

71

At least four years FM Experience
(Two years must be DoD FM Experience)

* Proficiency Level 3

** Proficiency Level 1 or higher

60 Continuing Education & Training Hours every two years

FM Certification Level 2



Recommended

- At least one 3-month Developmental Assignment
- Work towards Bachelor's Degree
- Completion of one of the DoD-approved Test-Based Certification



DoD Recognized Test-based FM Certifications

Accredited Business Accountant (ABA)	Certified Government Financial Manager (CGFM)
Accredited in Business Valuation (ABV)	Certified in Financial Forensics (CFF)
Certified Accounts Payable Professional (CAPP)	Certified Information Systems Auditor (CISA)
Certified Business Manager (CBM)	Certified Internal Auditor (CIA)
Certified Cost Consultant (CCC)	Certified Management Accountant (CMA)
Certified Cost Estimator/Analyst (CCE/A)	Certified Payroll Professional (CPP)
Certified Defense Financial Manager (CDFM)	Certified Public Accountant (CPA)
Certified Forensic Accountant (Cr.FA)	Certified Quality Auditor (CQA)
Certified Fraud Examiner (CFE)	Certified Treasury Professional (CTP)
Certified Government Audit Professional (CGAP)	Forensic Certified Public Accountant



FM Certification Equation: Level 3

Level 3 Requirements

FM Competencies

Course Hrs

Financial Management Systems*	4
Decision Support*	10
Accounting Analysis AND Financial Mgt Analysis*	12
Budget Formulation, Justification and Presentation AND Budget Execution*	12
Advanced Financial Management*	12
Concepts Policies and Principles of Alternate Track** (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10

Aligned Courses are on FM myLearn

Leadership Competencies

Lead People	12
-------------	----

Aligned Courses are on FM myLearn

Other Required Courses

Audit Readiness + Ethics + Fiscal Law Courses ***	9
---	---

At least eight years FM Experience Required
(Two years must be DoD FM Experience)

Total Course Hours

81

At least one 3-month
Developmental Assignment

* Proficiency Level 5

** Proficiency Level 3 or higher

*** Higher Proficiency Level Course

80 Continuing Education & Training Hours every two years

FM Certification Level 3

Recommended - Work towards Master's Degree
- Completion of one of the DoD-approved
Test-Based Certification





FM & Acquisition Certifications

- **The FM and Acquisition communities developed a pathway to certification that gives credit for acquisition courses with FM and Leadership content requirements for DAWIA-certified personnel in Business-Financial Management, Business-Cost Estimating, and Acquisition-Audit**
 - Much of acquisition training counts toward FM Certification and years of experience can be applied to both certifications
 - Table outlining reduced requirements for DAWIA-coded financial managers to achieve FM Certification is available at FM Online
 - Must complete DAWIA training first to use the reduced requirements
 - Continuous Learning Points are accepted as CETs

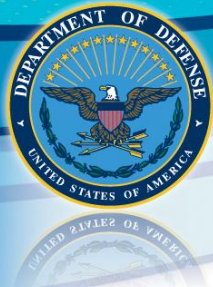




Learning Management System

- **The approved System of Record (on the Federal Register) for the FM Certification Program is a 508 Compliant System.**
- **The LMS facilitates:**
 - Administration / Oversight / Validation / Records Management / Auditability
- **Basic user information (e.g., name, organization, FM Certification Code) is populated from personnel systems of record**
- **Maintains the available program course inventory aligned to the DoD FM and leadership competency and proficiency levels**
- **Individuals can use to launch select courses online**



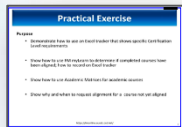


FM Certification Resources

Quarterly Newsletter
Certification Update
Lessons Learned
Best Practices



Practical Exercise
Follow "Jane," a GS-14
through each step of
certification



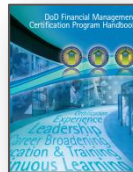
Learning History Worksheets
Organize your prior
training using these
worksheets



Frequently Asked Questions
Compilation of over
100 questions, organized
by category



DoD FM Certification Handbook
Program background &
overview
Detailed requirement
descriptions
Checklist to get started



Overview and Training Videos
Video series introducing key
elements of program



FM myLearn
E-catalog of FM
courses aligned to FM and
leadership competencies.



LMS Job Aids
Provide step-by-step
instructions for all FM LMS
tasks.



FM Online

<https://fmonline.ousdc.osd.mil/>

FAQ

https://fmonline.ousdc.osd.mil/FMCertProgram/FMCert_FAQ.aspx

LinkedIn Discussion Group

<http://ow.ly/sZfDv>





FM Online

FM Online
Financial Management

HOME | CONTACT US | ABOUT US

Search

FM Online Home

Main Category

- FM myLearn
- DoD FM Certification Program**
- DoD FM LMS
- FM Awards
- FM Test Based Certifications
- FM Competencies
- DoD Civilian Leadership Development Model
- DoD Policy Reference
- DoD Websites
- Non-DoD Websites
- DoD FM Links**
- DoD FM
- Army FM
- Navy FM **Currently Unavailable**
- Air Force FM
- DCAA
- DeCA

DoD FM Certification Newsletter - Now Available!

The 4th edition of the DoD FM Certification Newsletter is now online. In this newsletter, we are pleased to recognize the first 10 DoD financial managers to earn their certification, along with the following articles:

- Comptroller Corner
- Remembering Janet Mysliwiec

FM Online
Financial Management

The newsletter below is a copy of the downloadable PDF version. Clickable links are only available in the PDF version.

DoD FM Certification Program

vol 1 issue 4 dec 2013

FM WORKFORCE - GOING FROM GOOD TO GREAT

contents

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- DoD FM Certification Tools and Resources 6

Comptroller Corner

With this fourth installment recognize 10 trailblazing FM 6 months from program impl by these exemplary FMers sta in the DoD FM community, these members as they share I hope their experiences and I success.

Although each individual's p goal is to enable you to achie resources to help you get ther you. Irreplaceable, however, i encourage you to work in lock for achieving certification. At the overarching goals of the p

Robert F. Hale
Under Secretary of Defense (Comptroller) and Chief Financial Officer

Print Newsletter

Archived Editions

What's New

- OUSD(C) Announcement
- Level 1 Requirements
- Level 2 Requirements
- Level 3 Requirements
- Briefing
- Trifold
- POC
- Component Implementation
- Meetings

NDAA FY2012, Section 1051

Level 1 Requirements

FM Competencies

FM Competencies	Course Hrs
Financial Management Systems*	6
Decision Support*	4
Fundamentals and Operations of Primary Track* (Accounting or Budget or Finance or Mil & Civ Pay)	6

Aligned Courses are on FM myLearn

Leadership Competencies

Lead Self Level	6
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Aligned Courses are on FM myLearn

Other Required Courses

DoD FM 101 Course**	24
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Total Course Hours

	46
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At least two years DoD FM Experience

*Proficiency Level 1
**According to DoD policy, the component certification authority may waive up to 6 of the 12 modules (except audit readiness)

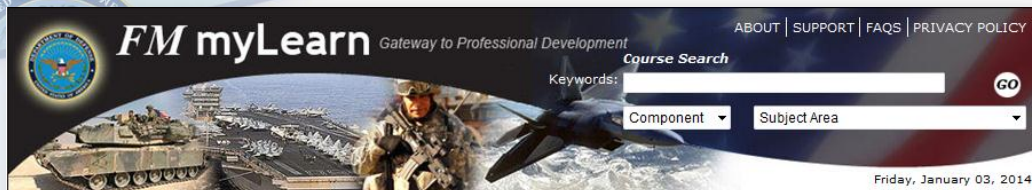
40 Continuing Education & Training Hours every two years

FM Certification Level 1





FM myLearn



- FM myLearn Home
- Academic Matrix
- Proficiency Levels
- OUSDC(C) WBT
- Search by Courses:
- All DoD
- OSD
- Dept of Army
- Dept of Navy
- Dept of Air Force
- Defense Agencies
- DoD FM Schools
- Federal Non-DoD
- Commercial
- Course Level
- Delivery Method
- Subject Area
- Substitution
- FM Competency**
- FM Proficiency
- Leadership
- External FM Sites
- FM Online
- DoD FM
- Army FM
- DON FM
- Air Force FM

Welcome to FM myLearn

This site has been developed for you - the DoD FM workforce!

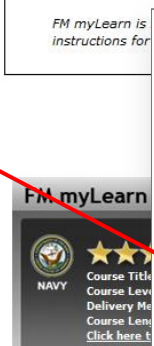
FM myLearn is designed to:

- Be your gateway to professional development opportunities.
- Provide a comprehensive DoD FM Learning catalog.
- Collect your feedback -- community inputs will help guide individual learning decisions and DoD learning management.
- Support your career-long learning & development goals.

**** NEW!! ****
Web-Based Training (WBT)
Course Listing



Find and launch OUSD (C) courses, including Audit Readiness, Fiscal Law, DoD FM 101 Course Modules, and others.



Welcome to FM myLearn

This site has been developed for you - the DoD FM workforce!

FM myLearn is designed to:

- Accounting Analysis
- Accounting Concepts, Policies and Principles
- Advanced Financial Management
- Audit Concepts, Policies and Principles
- Audit Planning and Management
- Audit Reporting
- Budget Concepts, Policies and Principles
- Budget Execution
- Budget Formulation, Justification and Presentation
- Commercial Pay Concepts, Policies and Principles
- Decision Support**
- Decision Support - Audit Execution
- Financial Reporting
- Financial Concepts, Policies and Principles
- Financial Management Analysis
- Financial Management Systems
- Financial Management and Reporting Analysis
- Financial Stewardship
- Fundamentals and Operations of Accounting
- Fundamentals and Operations of Budget
- Fundamentals and Operations of Finance
- Fundamentals and Operations of Military and Civilian
- Payroll Concepts, Policies and Principles

UNCLASSIFIED//FOUO

FM myLearn - Windows Internet Explorer

https://fmonline.ousdc.osd.mil/FMmyLearn/CourseList.aspx?Competency=Accounting Concepts, Policies and Principles

Search by Component

- All DoD
- Dept of Army
- Dept of Navy
- Dept of Air Force
- Defense Agencies
- DoD FM Schools

Courses by:

- Course Level
- Delivery Method
- Subject Area
- FM Competency
- Leadership
- Competency

External FM Sites

- FM Online
- DoD FM
- Army FM
- DON FM
- Air Force FM

All DoD Components

Below are all courses listed in FM myLearn that meet your search criteria:

Component: **FM Competency (Accounting Concepts, Policies and Principles)**

Displaying 1 - 6 of 71 total courses

Sort by rating | Sort by name

- E30AR65F4 0A1B Financial Management Staff Officer Course** ★★★★★ (2 Reviews)
FMF1402 - Trains career officers, senior NCOs, and key civilian employees for positions of greater responsibility in financial management. Input specialties include financial analysis, accounting and... [+show more]
- Navy Working Capital Fund - 101** ★★★★★ (2 Reviews)
FMF1107 - This training course will provide an introduction to Navy Working Capital Fund (NWCF) Budget and Accounting Principles.
- Financials Payable** ★★★★★ (0 Reviews)
Level 1
Level 3
Level 5
- Introduction to Financial Phases - Web-Based Training (WBT)** ★★★★★ (0 Reviews)
FMF1220 - The Introduction to Financial Phases Web Based Training (WBT) provides an overview of the seven financial phases of the financial cycle. Additionally, the course identifies the office that is... [+show more]
- Defense Business Management System (DBMS) Reimbursable Process in Appropriation Accounting Subsystem (AAS) and Automated Balancing System (ABS) - INACTIVE** ★★★★★ (0 Reviews)
Reviews)
FMF1323 - NA
- EBS - Business Intelligence (BI) Navigation** ★★★★★ (0 Reviews)
FMF1460 - The purpose of this course is to describe and demonstrate Business Intelligence navigation and functional concepts, and provide participants hands-on training accessing and working reports in... [+show more]

https://fmonline.ousdc.osd.mil/FMmyLearn/CourseList.aspx?Competency=Accounting Concepts, Policies and Principles

AQS | PRIVACY POLICY



Frequently Asked Questions



Will my prior FM experience count toward meeting the experience requirement for my certification level?



What is the difference between a Primary Track and an Alternate Track?



What happens to my training record if I leave DoD and come back?



How can I earn CET credits?



May I obtain a higher certification level than the level required by my current position?



View more questions at FM Online
<https://fmonline.ousdc.osd.mil/>





Summary

- **The DoD FM Certification Program:**
 - Provides a certification framework for DoD FM Community
 - Gives the FM Workforce a standard body of knowledge
 - Focuses on Analytics and DoD Audit Readiness, to include internal controls and accountability
 - Develops expertise standards using DoD FM Competencies
 - Coded Level 1, 2, or 3 based on scope and complexity of position
 - FM experience requirement at Level 1, 2, or 3
 - Promotes use of DoD FM existing courses
 - Encourages college degrees and FM test-based certifications

Makes a Good FM Workforce Better... Adding More Credibility to What We Do

